

# Work Experience - Enquiry Script for Students

Feeling a little nervous and not sure how to speak or what to say when contacting an employer enquiring about Work Experience Placement? Making a good impression at the very start is 'key' so having a simple script in front of you to guide your conversation and keep you on track is really helpful. Further below is a very simple and short script you may like to use.

Now is also the time to think about your '**personal brand**' - what you want it to be and what you want it to say about you. As soon as you make contact with an employer you are not just presenting yourself, but also your **personal brand** (ie professional, mature, good communicator, friendly, positive, proactive and motivated, confident, reliable). You want your interactions with employers to be a positive and enjoyable experience for you both from the start.

Google/research about the company before you approach them: what is their core business/service, how big are they, where are they located, how many branches/offices, who are their key clients and what roles/occupations do they employ? Some employers will want to know why you want to do work experience with them – think about this and ensure you have a good answer to this question if they ask. Some ideas as to why you are interested might include:

- They are a reputable company with a strong brand/profile
- You know someone who works with/for them or has who speaks highly of them and recommended them
- You are interested in a career in \_\_\_\_\_ so would like the opportunity to understand what it entails, get exposure to this type of work, build and develop your skills

If they offer you placement it is important you complete the Placement Request Form fully and correctly. Ensure you have paper and a pen handy to write down all details and any instructions.

Practice what you are going to say (either your own script of the below one), practice with others (ie your parents, siblings, friends - perhaps over the phone and in person to put you in that setting and help you prepare. A tip - **smile** when you are talking on the phone, it actually comes across to the person on the other end of the phone that you are a positive and happy person - **it really does work!**



**Note:** The employer may want to meet with you first. If you are required to meet with them, ensure you 'dress the part', present professionally (do not be late!) and project as positive '**personal brand**'. Please also advise and confirm the College's work experience dates if you know them at the time (usually in May).

## Telephone or In Person Script

Hello, my name is \_\_\_\_\_ and I am a Year 9 Student at Hazel Glen College.

As part of the Year 10 Program next year, I am required to undertake one week's work experience in May. I am very interested in any opportunities you may have for me to undertake placement with your company/organisation.